



Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-34

Date: May 22, 1997

SUBCHAPTER 3 FAH-1 H-4840 RECOGNITION AWARDS - PROCEDURES

MAJOR CHANGES

1. This subchapter applies to Foreign Service employees of State, USAID, and USIA and to Civil Service employees of State.
2. This subchapter contains procedures and guidelines for the implementation of 3 FAM 4840 and should be used in conjunction with that subchapter.
3. Section 3 FAH-1 H-4843 , Time Off From Duty Award, a new section providing procedures and guidelines for awarding and using the time off
4. Exhibit 3 FAH-1 H-4883A is a copy of the Time Off From Duty Award Timekeeper Record form.
5. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the text of the old 3 FAH-1 H-4840 subchapter (issued under TL:POH-26, dated 12-03-1996; 3 pages total) and replace it with the attached revised subchapter 3 FAH-1 H-4840 .
2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:POH-34, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) are issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator,

A/IM/CST/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4940, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

2. All posts and offices holding hard copy versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform DIR and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(PER/PE)